

# Starting a Tenancy Checklist

## THE LESSOR MUST:

- If you have a written agreement, give you a copy of the agreement when you sign and then send you a copy of the agreement signed by both parties within 14 days. The lessor must also give you the [Information for Tenant – form 1AC](#).
- If you have a written agreement, it must be in the prescribed form – the [residential tenancy agreement Form 1AA](#). Check the front page of the lease agreement to see if your agreement is in the prescribed form. It is the lessors responsibility to ensure your agreement is in the prescribed form.
- If you have a verbal tenancy agreement, give you a copy of the [Information for Tenant with Non-written Residential Tenancy agreement – Form 1AD](#) within 14 days of moving in. Your rights are better protected if you have a written agreement.
- Give you a property condition report to complete and sign within 7 days of moving in
- Complete the bond lodgement form and provide you with a receipt for your bond
- Give you a receipt for any money you pay in cash (e.g. 2 weeks' rent)
- Ensure the place is available for you to move in on the commencement day
- Ensure the premises are reasonably secure and provide you with keys
- Ensure at the start of the agreement the premises are clean and in good repair
- Credit any option fee paid to your rent or return it to you
- Provide you with the owner's full name and address (or the address of property manager if applicable)

## YOUR RESPONSIBILITY:

- Sign and return a copy of the written agreement to the lessor
- Pay the bond and two weeks rent in advance, and sign the bond lodgement form
- Complete and return the property condition report within 7 days of receiving it
- Take photos and attach these to the property condition report where necessary
- Connect utilities – gas, electricity, internet and phone
- If applicable, apply for any Centrelink rent assistance or Department of Housing Bond Assistance Loan

## HANDY TIPS:

- Get receipts and keep records of any money you pay to the lessor
- Keep copies of your agreement, property condition report, receipts and other tenancy documents in a safe place
- If you have identified issues or problems, ask the lessor about them. If they agree to address these issues, get any agreement in writing
- Set up a tenancy file to store all of your tenancy related documents

### Disclaimer

This fact sheet only contains general information. This fact sheet is not legal advice and should not be relied on as a substitute for legal advice. You may wish to seek advice from a lawyer regarding your own particular circumstances. We are not responsible for any consequences arising from your use of, or reliance on, the information contained in this fact sheet.

Further information about our disclaimer and your use of this fact sheet can be found here: [www.circlegreen.org.au/disclaimer/](http://www.circlegreen.org.au/disclaimer/)

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## FURTHER HELP – TENANTS’ ADVICE AND ADVOCACY

### Circle Green Community Legal

(08) 6148 3636

[www.circlegreen.org.au](http://www.circlegreen.org.au)

### Department of Mines, Industry Regulation and Safety

[www.dmirs.wa.gov.au](http://www.dmirs.wa.gov.au), **Consumer Protection** for consumer and tenancy related matters

[commerce.wa.gov.au/consumer-protection](http://commerce.wa.gov.au/consumer-protection) | 1300 304 054

### METROPOLITAN COMMUNITY LEGAL CENTRES

#### Fremantle CLC

(08) 9432 9790

[www.fremantle.wa.gov.au/fclc](http://www.fremantle.wa.gov.au/fclc)

#### Gosnells CLC

(08) 9398 1455

[www.gosclc.com.au](http://www.gosclc.com.au)

#### Midland Information Debt & Legal Advocacy Service

(08) 9250 2123

[www.midlas.org.au](http://www.midlas.org.au)

#### Northern Suburbs CLC (Joondalup)

(08) 9301 4413

[www.nsclegal.org.au](http://www.nsclegal.org.au)

#### Northern Suburbs CLC (Mirrabooka)

(08) 9440 1663

[www.nsclegal.org.au](http://www.nsclegal.org.au)

#### Southern Communities Advocacy & Legal Education Services (SCALES)

(08) 9550 0400

[murdoch.edu.au/School-of-Law/Clinical-Legal-Education-SCALES](http://murdoch.edu.au/School-of-Law/Clinical-Legal-Education-SCALES)

#### Sussex Street CLS

(08) 6253 9500

[www.sscls.asn.au](http://www.sscls.asn.au)

#### Welfare Rights & Advocacy Service

(08) 9328 1751

[www.wraswa.org.au](http://www.wraswa.org.au)

### REGIONAL COMMUNITY LEGAL CENTRES

#### Albany CLC

(08) 9842 8566

[www.albanyclc.com.au](http://www.albanyclc.com.au)

#### Goldfields CLC

(08) 9021 1888 | 1300 139 188 (if outside Kalgoorlie-Boulder)

[www.gclc.com.au](http://www.gclc.com.au)

#### Kimberley Community Legal Services :

[www.kcls.org.au](http://www.kcls.org.au)

- **Kununurra**  
(08) 9169 3100 | 1800 686 020 (freecall)
- **Broome**  
(08) 9192 5177

#### Peel CLS

(08) 9581 4511

[www.peelcls.com.au](http://www.peelcls.com.au)

#### Pilbara Community Legal Services:

[www.pcls.net.au](http://www.pcls.net.au)

- **Karratha**  
(08) 9185 5899
- **Newman**  
(08) 9140 1613
- **Roebourne**  
(08) 9185 5899
- **South Hedland**  
(08) 9140 1613

#### Regional Alliance West

(08) 9938 0600

[www.raw.org.au](http://www.raw.org.au)

#### South West CLC

(08) 9791 3206 | 1800 999 727 (freecall)

[www.swclc.org.au](http://www.swclc.org.au)

#### Wheatbelt CLC

(08) 9622 5200

[www.wheatbeltclc.com.au](http://www.wheatbeltclc.com.au)